

CITY OF MILWAUKIE

CLASSIFICATION: Environmental Services Coordinator

Department: Public Works

Grade Number: 61

FLSA: Non-exempt

Location: Johnson Creek Blvd.

Union: AFSCME

EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs technical work in support of environmental programs and initiatives. Work involves practical application of basic scientific principles and knowledge. Specific tasks may include assisting in conducting environmental studies, performing environmental sampling and monitoring, routine collecting and analyzing of data and inspecting facilities and/or construction sites for environmental concerns and/or non-compliance issues. Work is performed in a manner consistent with public health standards and which ensures quality of utility is consistent with all applicable, State, Federal and local laws and ordinances. This position works under the direction of the Operations Supervisor. This position may provide lead worker direction to Utility Worker I and II's.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Explains City codes, policies and procedures to members of the public, contractors, engineers and other public or utility organization employees; participates in pre-construction meetings to explain City processes and inspection requirements related to environmental compliance; review site plans, prepare comments and make recommendations.
2. Conducts inspections of facilities and/or construction sites to identify environmental concerns and/or non-compliance issues. Follow City enforcement protocols; recommend and implement enforcement action if needed.
3. Responds to environmental incidents as directed; record incidents; conduct investigations and follow-up visits to ensure resolution; take appropriate enforcement action in response to industry violations and resolve non-compliance by following established procedures.
4. Collects samples for laboratory analysis, performs field tests and lab tests on these samples to ensure compliance with local, State and Federal laws and ordinances. Coordinate implementation of any changes required by changing laws, ordinances and National Pollutant Discharge Elimination System (NPDES) or Water Pollution Control Facility (WPCF) permit.
5. Performs site inspections, such as 1200Z permit inspections, Fats, Oils and Grease (FOG) inspections and industrial pretreatment inspections and prepares reports and other necessary paperwork and coordination with internal and external customers and other government agencies.
6. Evaluates information and troubleshoots any irregularities and either takes corrective action as necessary or makes recommendations as to appropriate corrective action.
7. Responds to inquiries, and complaints, investigates situation and works to resolve the situation or provide appropriate information related to their inquiry.
8. Responds to emergency spill or illicit discharge situations and determines appropriate course of action. Creates action plan for responsible party to follow.
9. Evaluates construction plans and sites to ensure adherence to City and State laws and regulations.
10. Establishes and maintains data and pertinent records; prepares statistical and narrative reports.
11. Provides educational outreach efforts regarding particular utility function and keeps public informed of changes and repairs that will affect them.
12. Maintains positive public relations with customers and is responsive to customer needs.
13. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
14. Performs other duties as required.

Environmental Services Coordinator
PAGE 2 OF 3

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. Job Preparation:

a) Education:

- i) Associates Degree in Environmental Quality or
- ii) Any equivalent combination of education and experience.

2. Prior Experience:

a) Work Experience:

- i) Three (3) years of progressively responsible related experience; or
- ii) Any equivalent combination of education and experience.

b) Necessary Knowledge, Skills and Abilities:

- c) Principles of environmental science including practices and techniques of environmental protection, enhancement, and erosion control and water quality/pollution control.
- d) Data gathering and basic research techniques.
- e) Principles of data management and statistical analysis.
- f) Construction principles and standards.
- g) Standard office practices and procedures.
- i) Knowledge of applicable federal, state, and local regulations relating to environmental programs. Knowledge of safety practices and procedures applicable to area of assignment.
- ii) Ability to understand and follow written and oral instructions; work under limited supervision; work simultaneously on multiple tasks.
- iii) Conduct field investigations and inspections.
- iv) Monitor environmental incidents and enforce local, state and federal laws.
- v) Prepare clean and concise letters, records, reports and files.
- vi) Communicate effectively, both orally and in writing.
- vii) Exercise professionalism while implementing enforcement actions.
- viii) Ability to establish and maintain accurate records and prepare reports.
- ix) Ability to perform heavy manual work under confined and uncomfortable conditions.
- x) Ability to determine appropriate resources needed for a project and to direct the work of others.
- xi) Ability to interpret construction plans.
- xii) Ability to establish and maintain effective working relationships.
- xiii) Ability to work as a team member.
- xiv) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon State Driver' License; and either possess or obtain within 6 months of date of hire a Commercial Driver's License with Class B endorsement and depending upon assigned area may be required to obtain a Class A endorsement within one year of hire.
- b) Must possess at time of hire or obtain the Wastewater Collections III Certification within one (1) year of hire and have some erosion control classes.

4. Tools and Equipment Used:

- a) Computer and printer, digital camera, fax machine and copy machines; Computer software including MS based word-processing, spreadsheet, and data base, and telephones.

Environmental Services Coordinator
PAGE 3 OF 3

5. **Supervision:**
 - a) This position does not provide supervision to any other staff, may occasionally provide lead worker direction.
 - b) Operates under the general direction and supervision of the Operations Supervisor.
6. **Communications:**
 - a) Has regular contact with City residents, contractors, other departments, vendors and other government agencies.
 - b) The communications can be technical in nature. Rarely is communication confidential in nature.
7. **Cognitive Functions:**
 - a) Work is performed with moderate level of independence within defined policies and procedures yielding some latitude.
 - b) Problems encountered are of moderate difficulty with precedent often available.
8. **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 - a) Work is performed outdoors in all weather conditions.
 - b) Able to lift up to 50 pounds.
 - c) Strenuous physical exertion may be required.
 - d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
 - e) General hours of work are 7:00 a.m. – 3:30 p.m. Monday - Friday; however persons in this classification are called out in emergency situations at all hours.
9. **Resource Accountability:**
 - a) Accountable for maintaining quality of utility services and accountability for monitoring equipment.
 - b) Has some impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Drafted: 7/5/13
Adopted: 7/5/13